

## Requests for Assessor Data

It is helpful to have the request written on company or personal letterhead.

The following information needs to be included:

- Requestor's Name
- Company Name
- Mailing Address
- Phone and Fax Numbers
- E-mail address
- The current date

The letter needs to describe:

- The nature of business the Company is doing
- The data that is being requested (may just specify "access to the Assessor data site")
- The purpose of the request
- How the data is going to be used to accomplish the purpose

You may wish to include:

- Business hours during which you may be contacted
- Contact information for a technical person (name, phone and fax numbers, e-mail address)
- Description of product or service being offered, relating to the use of the data
- If "access to the Assessor data site" is requested, the signed Memorandum of Agreement should be sent with the request
- Desired time frame to complete request
- Reasons why the request is urgent, if applicable
- If data usage is expected to be on a regular basis (monthly, annually)